

FIRE PROTECTION POLICY BOARD

SPECIAL MEETING – September 25, 2002 General Administration Building Olympia, WA

Board Members Present: Chair Sharon Colby, Pat Jollota, Jim Potts, Jim Broman, Joe Coultman, Mark Kahley, Pam Sullivan and TJ Nedrow

WSP Staff Present: State Fire Marshal Mary Corso, Ellen Tombleson, Roger Woodside and Anjela Foster

OPENING

Chair Sharon Colby called the meeting to order at approximately 9:05. Introductions were omitted, as there were no guests present, and the agenda was approved as written.

Mark Kahley moved to accept the minutes from the May 15, 2002, meeting with the following corrections:

On page 5 – where it states that Sharon Colby advised that the Washington Fire Commissioners Association has their annual meeting July 13, the minutes should be changed to advise that it is their annual *barbeque* that will be held on July 13.

At the end of the minutes the next work session should be listed as **July 17, 2002**.

TJ Nedrow needs to be added to the “Members Present” listing.

Jim Potts seconded the motion to accept the minutes as amended. *Motion passes. Unanimous.*

Sharon advised that it is her expectation that it will be possible to move through the Board Meeting at a fast pace, and then concentrate on the following two work items:

- Finish 3 policies discussed at the last meeting
- Create overview of what the Board wants to cover under the procedures for training.

STATE FIRE MARSHAL REPORT – State Fire Marshal Mary Corso reported on the following items:

Firefighter Memorial – Mary reported that the Fallen Firefighter Memorial will be held Sunday, October 6, 2002, at the Labor and Industries Building in Tumwater. Chief Jim Broman will be the Master of Ceremonies. Board Members TJ Nedrow, Jim Broman, Mark Kahley and Sharon Colby stated they would attend.

Annual Report – “Fire in Washington 200” Chief Deputy State Fire Marshal Anjela Foster provided a copy of the annual report to all Board Members and an overview of the report, including the following highlights:

- In 2001, there were 208 out of the states’ 540 fire departments that reported their data. 193 of these departments submitted in the NFIRS 5.0 format, which goes into the federal database. Summary data from Seattle, Tacoma, Spokane and Vancouver was used to try to provide an overall picture.
- In 2000, there were only 80 departments that reported in the NFIRS 5.0 format. Anjela advised that it is anticipated that a 50% increase over last year’s reporting will be achieved, which is in accordance with the Division’s Strategic Goal.
- Page 9 contains a Fire Clock, which provides significant information regarding the number and types of fire responses per minute and hour in Washington State, along with dollar loss information.

Anjela stated that it is her intention to work with the fire service to reduce the number of fires classified as “undetermined”, and to increase the number of fire departments reporting their dollar loss statistics.

Anjela reported that the document “Fire in Washington 2001” report is available on the website for downloading. Sharon commented on how user-friendly and informative the report was, which was reaffirmed by Jim Broman.

Mark Kahley advised that the Department of Natural Resources is in the process of hiring 2 Natural Resource Investigators. These positions will be dedicated to fire investigation and cost recovery.

Fire Training Academy - Mary advised that the Navy contract was awarded to another company. Mary has been in contact with the awarded company (Fremont Marine) to discuss partnering with them to utilize the FTA for some of their hands-on live training. The loss of this contract represents a 28% reduction of revenue of \$425,000 per year, with a net effective of approximately \$300,000 per year to the FTA. To counteract the loss of the Navy contract, the FTA is aggressively seeking new markets. They will refocus on what the fire service needs and issues are to build for the future. They will also explore working with marina owners and more on-shoreside firefighting.

Mary advised that biennium to date, the FTA has an \$87,000 positive variance. Two 1987 fire engines have been purchased for use at the FTA, allowing two older, vintage fire engines (1964 & 1967) to be surplus. Other improvements completed at the FTA, include replacing roofs on three classrooms, ventilation system in the kitchen and the door and windows repairs in the burn building.

Mary advised that hiring of a Recruit School Coordinator, Chief of Instruction and Curriculum

and Facilities Superintendent are currently being considered.

Executive Leadership Symposium – Jim Broman provided information about summit scheduled for November 13 (location in the King/Pierce County area, to be determined) by the WSAFC, in cooperation with the SFMO. The meeting will explore a statewide training and education system for executive development. The goal of the Summit is to bring together stakeholders; career firefighters, volunteer firefighters, Community Colleges, professional associations, DNR and others to explore the development of a statewide training and education strategy.

Balanced Scorecard – Mary reported on the Agency/Bureau's Balanced Scorecard Performance Measure which is reported to the Governor on a monthly basis. The Bureau's Performance Measure is, "to ensure that 90% of all health care facilities are code compliant within 120 days on inspection; and to increase fire incident reporting by 30%."

Agency Budget Request Legislation - Mary advised that none of the budget packages moved forward, including the FPPB funding and Fire Department Accreditation funding.

Agency Request Legislation – Policy legislation items being pursued include adding the State Fire Marshal as an ex-officio member of the SBCC; to increase the fireworks penalties for serious infractions to \$10,000 per day, per event, cost recovery for seizures and to move the duties and responsibilities for mobilization declaration from the Military Department to the WSP.

Fire Season 2002 –The 2002 fire season saw three state fire mobilizations. Payments for volunteers were completed within 30 days.

Firefighter One Program – Funding for this program was anticipated at \$1.1 million per year. Year One of the program (June 2000) the funding level was 1.3 million; Year Two (June 2001) the funding level was \$1.4 million and Year Three (June 2002) the funding level was 1.8 million. Mary advised that one of the FPPB member organizations may wish to consider legislation to expand the funding to other training.

Terrorism Funding – Mary advised that the state's Committee on Terrorism funding that has come down from the federal level has all been dedicated to equipment, exercises and conducting a vulnerability assessment. Mary advised that her concern is interoperability with the equipment that is being ordered with the terrorism funding and funding from the Fire Act grant, and that the Policy Board may wish to address this in the future.

ACTION ITEM – In discussion with Joe Coultman on the difference between a fire truck and a fire engine (a fire engine, or "pumper" has hose, that connects to a hydrant to supply the water; a fire truck, or "ladder" provides ventilation), Chair Colby asked Board members to start a list of definitions, to be compiled into one glossary and included in the Board Handbook.

Expense Report - The expenditure history for the policy Board for 2001-2001 was distributed. The Board decided that the spreadsheet need only be updated and distributed every 6 months.

The next report will be distributed in March 2003. Mary advised that the next report would include information on AG costs and the costs associated with State Fire Defense Committee meetings, as they are a Board committee.

TJ Nedrow provided information on federal legislation that would allow families of heart attack, and stroke victims to receive assistance. The bill before the House Judiciary Committee would expand the Public Safety Officers Benefits (PSOB) Program to ensure that the families are provided for.

H.R. 5334, the Hometown Heroes Survivors Benefits Act of 2002, which was introduced by Rep. Bob Etheridge (D-NC) and cosponsored by a bipartisan group of 80 Representatives, would extend the current PSOB Program to public safety officers who die as a result of a heart attack or stroke while on duty. Heart attacks and strokes represent a significant risk among public safety officers, accounting for nearly half of firefighter deaths each year. The Public Safety Officers Benefits Program currently provides financial assistance to families of public safety officers (fire, police and EMS) killed in the line of duty, as well as to officers permanently disabled while on the job. The death benefit is payable to the survivors of a public safety officer who "has died as the direct and proximate result of a personal injury sustained in the line of duty."

T.J. reported that unfortunately, in almost every incidence of death by heart attack or stroke, it is ruled that the heart attack or stroke was not a direct result of an injury sustained in the line of duty and the family receives no benefits, even though the deaths were clearly triggered by the rigors of the job. The Hometown Heroes Survivor Benefit Act would correct that deficiency in the law.

Motion: Following this discussion, TJ Nedrow moved to take action, in the form of a letter that encourages congressional and local elected officials to support HR 5336.
Motion seconded. **Motion passes unanimously**

ACTION ITEM: Mary will draft a letter and send to the Board for consensus, resulting in the development of the final letter.

BOARD ASSIGNMENTS:

Policy Manual (Joe Coulتمان) – Joe feels that items to be included in the Policy Manual should include Policy #2 of the Master Plan – Statewide Training, Certification and Standards. Joe suggests looking into the development of systems resulting in the ability for electronic data collection and training. Other items he feels should be included in the policy manual include:

- Glossary;
- list of acronyms;
- website addresses relative to the fire service;
- directory of fire service personnel;
- identification of supporting legislators, and
- timelines – to keep up to date on upcoming or annual events such as elections, legislation, memorials, major conferences, etc.

Joe also suggested a *New Member Packet* that would include a small history from each board

member, indicating time served, and what they feel they have accomplished; an updated contact sheet, and a listing of stakeholders. Joe pointed out that although each member on the board represents a separate entity, there should be a way of communicating with each other on issues currently taking place in their respective organizations.

ACTION ITEM: Following discussion, it was agreed that a packet should be developed for the fire service to give to new legislators to advise them of fire service issues and priorities. Jim Potts will bring an initial draft to the next meeting outlining the major categories that should be included in the packet.

Jim Potts also encouraged more time working with legislative aides, especially outside of the legislative session.

It was further discussed and agreed that a “Fact Sheet” should be developed for use in working with the legislature that identifies:

- the number of ambulances
- number of EMS trained
- population protected
- number of fire districts
- number of volunteer firefighters
- number of career firefighters
- how many fire calls are actually EMS calls

ACTION ITEM: Mary advised that she would develop a draft of the Fact Sheet to bring to the next meeting. Joe Coultsman advised that he would work with the Washington State Council to obtain some of this information.

Annual Report (Mark Kahley) – Mark reported that he has reviewed last year’s report, and that all Board members need to review their bio from last year and update as necessary. He also requested guidance on what particular issues need to be stressed in the report. Sharon offered that she feels the Board needs to highlight their accomplishments and to point out that the Board is a working group. She feels that anything positive that can be added to the report detailing the job of the FPPB, and what they are doing in the area of re-establishing policies, along with what has been accomplished this past year would be beneficial.

ACTION ITEM: Mark Kahley will do the actual writing of the report, and work with Ellen to compile the final draft.

COMMITTEE REPORTS–

State Fire Defense Committee – Mark Kahley reported that the main issue that continues to be addressed on a monthly basis is the issue of compensation. There is a group still meeting, which consists of the members of the State Fire Defense Committee, that is meeting with the Washington State Council of Firefighters to try to reach an understanding among the group, as to what compensation should be. It was pointed out that the Council needs to be aware that there is a danger that when there are portal to portal costs, that are high, although justified in most

cases, that there will be groups that may not be dispatched, or would be lower down on the list, than those jurisdictions who have lower cost resources.

Mary Corso advised that there are systematic issues regarding dispatching out of state resources that need to be addressed at the Geographical Board level.

The Board also discussed that in the future, the Chair of the State Fire Defense needs to be selected, or at least approved by the Fire Protection Policy Board. It was agreed that this could be done when the State Fire Defense Committee's by-laws are brought forward for approval.

ACTION ITEM: It was agreed that the Fire Protection Policy Board should recognize Jim Graue's years of service to the State Fire Defense Committee. Ellen will order a plaque to be presented at the November meeting. It was suggested that Jim's hobby of stamp collecting be somehow incorporated in the plaque. Ellen will draft suggested language for the plaque at present it for approval at the October 16 Work Session.

E-911 Committee –Vice Chair Jim Potts advised that although the .25 cent tax on cell phones passed last year, that appears that carriers will try to get most of these funds. Jim will keep the Board informed on this issue.

ACTION ITEM: Mary will work with Ellen to develop a template to be used for tracking of the value benefits of time spent on issues relating to the Fire Protection Policy Board, the State Fire Defense Committee, and any other outside volunteer source.

NEW BUSINESS

Roger Woodside presented a Decision Item relating to the re-accreditation of the Emergency Vehicle Accident Prevention (EVAP) Course. Roger advised that the Washington State Fire Chief's Association EVAP course was accredited by the Policy Board in March of 1997, for a period of 5 years, and that the Association has kept the curriculum up-to-date and continued to meet the adopted Washington State Performance Standard and the requirements set by the Department of Licensing for the firefighters exception to obtain a commercial driver license.

Motion: TJ Nedrow moved and Mark Kahley seconded to grant full re-accredited to the Washington State Association of Fire Chiefs for a period of five years. **Motion passes unanimously.**

Roger Woodside presented a Decision Item relating to the re-accreditation of the Island County Firefighter I Program. Roger advised that the Island County Fire Chief's Association Firefighter I program was previously accredited by the Fire Protection Policy Board in March of 1997. and that a site visit was conducted by Pat Pavey, Ray Harry and Jerry Anderson in 1999 as a component of our preparation for the IFSAC site visit and IFSAC's requirement to update to the 1997 edition of NFPA 1001. The associations program currently meets the NFPA 1001 1997 edition. Rather than perform another site visit at this time it has been determined that Island County's Fire Chief's Association should be accredited until 2004 to coincide with their visit in 1999 and the Fire Protection Bureau's IFSAC re-accreditation which will occur in 2004.

Motion: Mark Kahley moved and Sharon Colby seconded to grant full accreditation to the Island County Fire Chief's Association Firefighter I Program until the fall of 2004.
Motion passes unanimously.

Roger Woodside presented an Information Item advising that the Fire Protection Bureau has just received accreditation from IFSAC for two additional levels of professional qualification, Fire Officer I and Fire Officer II. The Bureau has already been accredited to Firefighter I & II, Hazardous Material Operations, Instructor I & II, Fire Investigator, Public Fire and Life Educator I, and Marine Firefighting for Land Based Firefighters - Awareness.

Certification testing for these two new levels is based on the adopted performance standards and requirements in NFPA 1021, 1997 edition. Testing consists of a written examination followed by a practical skills test. Testing is progressive and several prerequisites have been required by NFPA 1021. This and additional information will be placed on the Fire Marshal website in the near future (www.wa.gov/wsp/fire/firemarsh).

Roger advised that the Bureau is now accredited for 11 levels. Mary commended the exceptional staff work that has gone on in getting these accreditations in place. It was suggested that this accomplishment be included in the annual report.

TJ Nedrow shared an email that he had received complimenting the North Bend Fire Training Academy. The email complimented Bob Jones for the tour he provided to him and his family, and advised that he feels the Fire Training Academy is a great learning institute, which provides student an around the clock learning environment. He further stated that his exposure to the Academy was very positive.

TJ Nedrow advised that he is now the Washington Director of the National Volunteer Fire Council. TJ stated that he will forward pertinent information from the NVFC to the Policy Board. TJ also urged the Board to submit articles to the Volunteer's newsletter. Sharon advised that she will submit an article.

Policies – Sharon provided an overview of the discussion on policies at the July 17, 2002 Work Session. Jim Broman provided a handout that detailed the existing 8 policies included in the Master Plan, along with three new policies relating to emerging threats, wildland interface and responder health and safety. Discussion on the 11 policies as presented, resulted in the following policies:

POLICY 1. – Support Local Self-Sufficiency

The Fire Protection Policy Board commits to an active partnership between federal, state and local jurisdictions in the development of program and policies supporting fire and emergency services.

POLICY 2. – Interoperable Statewide Systems

The Fire Protection Policy Board will promote interoperability in order to encourage seamless response to all emergency incidents.

POLICY 3. – Statewide System of Training

The Fire Protection Policy Board will promote basic and specialized training for state and local fire and emergency services, based on interoperable standards, through a variety of methods and delivery systems.

POLICY 4. – Public Fire and Life Safety Education

The Fire Protection Policy Board will promote and encourage the development and implementation of a system of public fire and life safety education.

POLICY 5. - Central Clearing House Function

The Fire Protection Policy Board reaffirms the need for a technical resource and central clearinghouse for fire and life safety information within the state.

POLICY 6. – State Mobilization Plan

The Fire Protection Policy Board will maintain an operational plan for the effective mobilization of interoperable fire and emergency services resources during all-risk emergencies that have overwhelmed the capabilities of the surrounding local governments.

POLICY 7. – System of Financing

The Fire Protection Policy Board will develop and advocate for a permanent funding plan for the delivery of state fire and emergency services.

POLICY 8. – Accreditation

The Fire Protection Policy Board will strongly encourage and promote incentives for organizational accreditation of fire and emergency services through the Commission of Fire Accreditation International.

POLICY 9. – Emerging Threats

The Fire Protection Policy Board, in cooperation with the State Emergency Management Council, commits to an active partnership with federal, state, and local jurisdictions to forecast, assess, and develop viable prevention and mitigation strategies for emerging threats to the safety, health, and well being of our citizens and emergency response personnel.

POLICY 10. – Wildland Interface

The Fire Protection Policy Board, in conjunction with the Ten-Year Comprehensive Strategy adopted by the Western Governors' Association, promotes and encourages the development of standards and strategies to provide a comprehensive response to the risks resulting from human activity and development in the wildland interface.

POLICY 11. – Responder Health & Safety

The Fire Protection Policy Board commits to an active partnership with federal, state, and local jurisdictions to promote the development and implementation of effective policy and programs, which will protect and improve the fitness, health, wellness, and safety of emergency response personnel.

Sharon advised that she would like the Board to review these policies over the next few weeks. Following discussion, it was agreed that the Work Session scheduled for October 16, will be changed to a Special Meeting, to allow action to be taken on the adoption of these policies. Sharon requested that the minutes from the July 16 Work Session, and the minutes from the September 25 special meeting, be available at the Special Meeting on October 16.

ACTION ITEM: Mary advised that she would provide websites addresses for Board members to download copies of the Western Governors Associations' Ten-Year Comprehensive Strategy, and the State Comprehensive Emergency Management Plan.

Discussion on Training Procedures – Sharon advised that now that the policies have been developed, it is necessary to develop procedures to go along with the policies. Jim Potts advised that he feels it is necessary to connect with all the various stakeholders to determine what policies they would like to see adopted.

GENERAL DISCUSSION

Mark Kahley advised that the Department of Natural Resources is procuring 12 Huey Cobra helicopters. Four of these will brought up to firefighting standards. DNR is interested in partnering with any fire districts or departments that would be interested in year round use of these assets. There will have infrared capability and a 350 gallon hauling capacity.

TJ requested that for any email communications have a subject identified in the subject area of the email. Mary suggested that a key word such as FPPB, be included in the subject line to indicate that it is a legitimate email.

Agenda items for the October 16, 2002, Special Board meeting should be directed to Sharon Colby.

NEXT SPECIAL MEETING:

October 16 – 9:00 a.m.

General Administration Building
Room G-3
210 11th Street SW
Olympia, WA

NEXT REGULAR MEETING:

November 20 – 9:00 a.m.

General Administration Building
Room G-3
210 11th Street SW
Olympia, WA

Sharon Colby, Fire Protection Policy Board Chair – (Date)